



PERSONNEL AND RISK MANAGEMENT DEPARTMENT
205 LAWRENCE STREET, MARIETTA, GA 30060
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: TRANSPORTATION PROGRAM MANAGER JOB NUMBER: 16-58

DEPARTMENT: PUBLIC WORKS

SALARY RANGE: Pay Grade 125 (Exempt) Hiring Range: \$74,156 - \$81,742

This is a senior level managerial position that works under the general supervision of the Public Works Director and is responsible for the management of the Transportation Engineering division of Public Works. This position manages the planning and implementation of transportation, traffic, pedestrian, and other related improvement projects. This position manages staff assigned to the division and consultants as needed to implement the transportation improvement program and may be called upon to assist the City Engineer in managing the site development review process from time to time.

ESSENTIAL JOB FUNCTIONS:

- Plans, manages, and directs the daily activities of the Transportation Engineering staff of the Public Works Department.
- Reviews and manages consultant contracts for engineering, construction, right of way acquisition, and other contracts. Prepares bid specifications and reviews contracts for engineering and construction projects.
- Evaluates and manages the implementation of infrastructure improvement projects such as roadway, sidewalk, and storm drainage projects. Related responsibilities include, but are not limited to concept development, cost estimating, design, right of way acquisition, and construction administration.
- Generates and supervises budgets, schedules, and status reports for the Public Works Director
- Conducts and manages right of way negotiations, typically with consultant support, but may be called upon to directly negotiate from time to time.
- Ensures project objectives are maintained and met
- Ensures planning, design, right of way, and construction processes are functioning efficiently
- Coordinates with consultants and external agencies such as GDOT, ARC, GRTA, FHWA, EPD, and COE to obtain permits and to meet requirements for external funding.
- Prepares grant proposals and identifies other funding sources for traffic and transportation improvement projects
- Manages grants and ensures compliance with grant funding requirements
- Conducts public information and input meetings as needed for project scoping, construction updates, and other purposes as needed.

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ESSENTIAL FUNCTIONS (continued)

- Coordinates with the citizens and business owners regarding transportation project related matters.
- Evaluates and reports on neighborhood traffic calming projects, and provides information to the public regarding the policy.
- Prepares and reviews construction quantities and cost estimates.
- Coordinates with the Streets and Traffic divisions for maintenance and construction projects when needed.
- Coordinates with the City Engineer regarding design and approval of private development construction impacting the city's transportation network.
- Conducts evaluations of the City storm sewer system in conjunction with the City Engineer and manages implementation of roadway storm sewer remediation projects.
- Investigates, updates, and reports on transportation and traffic related matters to City Council.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Civil Engineering or related field.
- Professional Civil Engineering Registration preferred at time of hire; if registered in another state, must obtain Georgia certification within working test period. Consideration may be given to applicants having at least 8 years' experience having a Georgia Engineer in Training (EIT) certification with the ability to obtain PE certification within a time specified by the Public Works Director.
- A minimum of 6 years' experience in transportation project management.
- Must have a Georgia Soil and Water Conservation Commission Level IB Certified Inspector and Level II Certified Design Professional at the time of hire or the ability to obtain these certifications during the working test period.
- Knowledge of engineering design and practice, particularly in the fields of transportation and traffic engineering.
- Knowledge of local, state, and federal regulations and guidance pertinent to the public right of way, transportation, traffic engineering environments
- Knowledge of AASHTO, ITE, FHWA, and other relevant design standards and guidelines.
- Ability to check and prepare legal descriptions
- Knowledge and skill using MS Office Suite, including Word, Excel, and Outlook and CAD software. Currently the City utilizes AutoCAD.

REQUIREMENTS: VALID GEORGIA DRIVER'S LICENSE. SATISFACTORY 7-YEAR DRIVING HISTORY, TO INCLUDE NO DUI'S IN THE LAST 5 YEARS. DRUG SCREEN. CRIMINAL BACKGROUND CHECK.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

CLOSING DATE: MAY 31, 2016

THIS POSITION CAN BE FILLED NO EARLIER THAN 7/5/2016 SUBJECT TO COUNCIL APPROVAL